

CONFIDENTIAL

15 October 1976

MEMORANDUM FOR: Deputy Director for Administration

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FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 15 October 1976

1. Upward Mobility: Recruiter [REDACTED] who is based in our Washington Area Recruitment Office, has now started on the Upward Mobility (disadvantaged) recruiting program in the Washington, D. C. area. He will identify about 50 candidates, from which about 15-20 will be selected for entrance on duty. We were successful last year in entering on duty 20 of these individuals, and indications at this early date are encouraging for this year's program.

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2. New Clerical Employees: During the fiscal year and transition quarter covering the period from 1 July 1975 through 30 September 1976, 808 clerical employees entered on duty.

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3. Minority Employment: On 13 October, Mrs. Marie [REDACTED] Coordinator of Minority Employment and Placement for the DDI, visited with Messrs. [REDACTED] and [REDACTED] of Recruitment Division to discuss procedures by which recruitment activities of the DDI components can best be coordinated with Recruitment Division to the mutual benefit of all concerned.

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4. Co-op and Summer Intern Programs: The Agency Co-op Coordinator visited Hampton Institute and Virginia State at Petersburg, Virginia, last week. At Hampton, 30 students were interviewed for the Summer Intern Program. Mr. [REDACTED] of [REDACTED] accompanied the Co-op Coordinator to Virginia State, where 15 students were interviewed for the Summer Intern and Co-op Programs. Applications were given to four students for the Co-op Program and to seven students for the Summer Intern Program.

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5. Award Reactivated: The Director of the Civil Service Commission's Office of Incentive Systems has advised the Agency's Incentive Awards Program Executive Secretary that the President's Award for Distinguished Federal Civilian Service is soon to be reactivated. This award program has been inactive for several years. A letter to departments and agencies calling for nominations will be sent out in the near future.

6. Rehired Annuitant: The following rehired annuitant case was received this week for the Directorate of Administration:

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7. FES Briefing: On 14 October a general briefing on the new Factor Evaluation System was given to senior Personnel Officers by Position Management Officers.

Coming Events:

1. Brigadier General Mary E. Clarke, Director of the Women's Army Corps, from the Office of the Deputy Chief of Staff for Personnel, Department of the Army, has accepted an invitation to talk to the Agency's Military Reservists on 6 December 1976. General Clarke will speak on the subject, "Women in the Armed Forces." The meeting will be held in the auditorium and will start at 1745 hours. Other Agency personnel are cordially invited to attend.

2. The Annual EAA Activity Fair will be held in the J Corridor of the first floor during the week beginning 18 October. Information and demonstration on EAA's many and varied activities will be presented.

3. We will continue work on the PDP consolidation.

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